COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This volume implements AFPD 24-2, *Preparation and Movement of Air Force Materiel*. This instruction applies to the Air National Guard (ANG) when in Title 10 status and assigned to AMC and to US Air Force Reserve Command (AFRC) unless specified otherwise. The use of the name of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force. This instruction requires maintaining information protected by the Privacy Act of 1974. Executive Order 9397, 22 November 1943, authorizes using the Social Security Number as a person identifier. The Social Security Number is required for positive identification of personnel. This volume implements policy outlined in AFI 36-2201, *Air Force Training Program*; AMCI 24-101, Vol 20, *Air Transportation Standardization Evaluation (ATSEV) Quality Assurance* and outlines policy and provides guidance to personnel responsible for planning, conducting, administering, evaluating, and managing aerial port training programs. Ensure all records in this publication are maintained and disposed of in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at *http://www.my.af.mil/afrims/afrims/afrims/rims.cfm* . Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This publication has been significantly revised and must be completely reviewed. Major changes include: the use of Advanced Distributed Learning System (ADLS) in addition to G081 to track ancillary training;

updated CBRNE qualification training to be conducted at least every 24 months; updated 25K Halvorsen Loader, 60K Tunner Loader training requirements and the Night Vision Goggle (NVG) training requirements. Additionally, added the new Nuclear Weapons Related Materials (NWRM) and Logistics Resource Management (LRM) training requirements.

Chapter 1

TRAINING CONCEPT

1.1. General:

1.1.1. The goal of air transportation training is to reach and maintain operational readiness to fulfill wartime and peacetime requirements. To achieve this, units will train to the capabilities listed in associated Air Expeditionary Force (AEF) Time Phase Force and Development Data (TPFDD) library. Additionally, Core AFSC training requirements are identified in the air transportation (2T2X1) Career Field Education and Training Plan (CFETP), Specialty Training Standards (STS), and Qualification Training Packages (QTPs).

1.1.2. For skill-level upgrade, 2T2X1 personnel are first trained in basic and general responsibilities, then trained in the specific tasks and duties within the unit. As individuals demonstrate proficiency in one section, they may be reassigned and trained in another section until they can perform all transportation functions. The STS for air transportation provides functional qualification standards.

1.1.3. Air Transportation Online Training (OT) will be used to supplement performance-based instruction but will not replace on-the-job training or serve as a substitute for performance evaluations.

1.1.4. Trainee Evaluation. Unit OJT trainers and instructors will be knowledgeable of instructional and evaluation principles.

 1.1.4.1. Objective performance evaluations are the most appropriate way to measure task competence since the desired product of training is a fully trained individual, able to perform his/her duties with little or no assistance. The standards for performance objectives are identified in the 2T2X1 CFETP, STS, and each QTP. Performance learning objectives are met only when the trainee demonstrates task competence through a performance evaluation.

 1.1.4.2. Objective written/online tests are appropriate for assessing learning geared toward increasing knowledge or changing attitudes (i.e., principles of leadership or safety). Unless stated in the training criteria, 80% is the minimum passing standard for written/online tests.

1.2. Purpose. This volume outlines the requirements to train AMC's Air Transportation (AFSC 2T2X1) personnel to a level in which they are able to fulfill AMC's missions.

1.3. Applicability. Requirements outlined in this publication apply to active duty 2T2X1 and civilian equivalent personnel assigned to AMC units. It also applies to Air Reserve Component (ARC) units unless otherwise noted.

Chapter 2

RESPONSIBILITIES AND DUTIES

2.1. HQ AMC/A4TR (Standardization, Programs and Resources Branch):

2.1.1. Ensures HQ AMC air transportation training programs are developed using Instructional System Development (ISD) principles.

2.1.2. Provides for the overall management and effectiveness of air transportation training programs and guidance to AMC, unit training branches, and the USAF Expeditionary Center Air Transportation Branch (EC/MOS/MOLT).

2.1.3. Identifies new training program requirements and performs as the quality assurance agent solely responsible for the proper development of new training programs. Additionally, HQ AMC/A4TR ensures existing training programs are relevant and current.

2.1.4. Validates requests for training equipment required for instructional purposes and reviews current technological and educational advances. HQ AMC/A4TR evaluates commercially developed training modules and courseware for air transportation training application.

2.1.5. Coordinates air transportation training needs with appropriate training agencies and with the AMC Air Transportation career field functional manager.

2.1.6. Represents AMC Air Transportation career field at training conferences, ISDs, workshops, and meetings.

2.1.7. Consolidates, establishes, and allocates Air Education and Training Command (AETC) formal school quotas for AMC air transportation personnel during the annual screening process in accordance with AMCI 36-2204, *AMC Formal Training Program*.

2.1.8. Manages seat allocations and controls quotas for USAF EC air transportation courses. See Attachment 2 for course listing. Consult the Education and Training Course Announcements (ETCA) web site for more information at *https://etca.randolph.af.mil/.*

2.1.9. Forecasts annual budget for Air Transportation Online Training.

2.1.10. Coordinates new or revised USAF EC requested training IAW AMCI 36-2207, *Air Mobility Warfare Center (AMWC) Course Development and Ownership Process*.

2.1.11. Functions as the OPR and has administrative authority over the 60K Tunner and 25K Halvorsen Train-the-trainer courses located at Dover AFB and Travis AFB and establishes policy and administrative guidance.

2.1.12. Oversees the use of the G081 training subsystem database for aerial port training and approves new course codes.

2.1.13. As required, HQ AMC/A4TR hosts a Unit Training Managers workshop either in conference or by utilizing Defense Connect Online (DCO) capabilities.

Note: Contact info for HQ AMC/A4TR (Standardization, Programs and Resources Branch):

E-mail: *ORG.AMCA4-72@us.af.mil*

Mailing address: 402 Scott Drive, Unit 2A2, Scott AFB IL 62225-5308

Phone: DSN 779-4592, Comm. 618-229-4592

2.2. USAF Expeditionary Center MOS/MOLT (Air Transportation Branch):

2.2.1. Develops and provides AMC-unique training not otherwise available for the effective and efficient operation of the air transportation mission.

2.2.2. In coordination with HQ AMC/A4TR, MOS/MOLT conducts an ISD/ISR every 18 months on all USAF EC courses.

2.2.3. In coordination with HQ AMC/A4TR, MOS/MOLT evaluates industry training programs, instructional methods, and equipment for air transportation applicability. Commercially sourced items will be validated through field examination prior to procurement action.

2.2.4. Manages the development of online courses as directed by HQ AMC/A4TR.

2.2.4.1. Maintains a master and backup copy of each computer lesson on a CD-ROM or other storage media. These copies must be stored in a fireproof container.

2.2.4.2. Reviews online training lessons every 18 months or within 90 days of receipt of revised reference regulations/instructions.

2.2.4.3. Develops procedures for collecting and analyzing online training data from units to evaluate lesson validity and provides feedback to training branch managers on lesson development and validation.

2.2.5. Manages the development of Qualification Training Packages (QTPs) as directed by HQ AMC/A4TR.

Note: Contact info for: USAF EC/MOS/MOLT (Air Transportation Branch)

E-mail: USAFMOS.MOLT@us.af.mil

Mailing address: 5656 Texas Avenue, Joint Base McGuire-DIX-Lakehurst NJ 08640-7400

Phone : DSN 650-7477, Comm. 609-754-7477

2.3. Unit-Level Commander:

2.3.1. Responsibilities include, but are not limited to, those identified in AFI 36-2201, *Air Force Training Program*, and AMCI 24-101, Vol 20, *Air Transportation Standardization Evaluation (ATSEV) Quality Assurance*.

2.3.2. Ensures manual procedures are developed and exercised. Manual procedures will be used during "stressful environment" operations; i.e., power outage, computer outage due to battle damage. At a minimum, manual procedure exercises will be conducted and documented quarterly (not required for CRWs). When possible, exercises should be conducted in conjunction with wing/base exercises and during periods when they have the least impact on customer service.

2.3.3. Ensures annual training requirements are submitted to HQ AMC/A4TR as outlined in AFI 36-2201, *Air Force Training Program* (not applicable to ARC).

2.3.4. Understands guidance herein is subject to inspection.

2.4. AMC En Route Wing Level Transportation Training Manager:

2.4.1.   Serves as the single point of contact for all training matters affecting the air transportation community within their area of responsibility, Pacific or Europe.

2.4.2. Serves as liaison between en route units and HQ AMC/A4TR.

2.4.3. Validates and compiles annual and out-of-cycle formal course training requests for en route units.

2.4.4. Manages and distributes air transportation formal training seat allocations for each en route unit.

2.4.5.   Submits formal course and Mobile Training Team (MTT) requirements to HQ AMC/A4TR.

2.4.6. Validates and coordinates course change requests (e.g., replacement, cancellations, etc.) with HQ AMC/A4TR.

2.5. Unit Training Manager:

2.5.1. Responsibilities include, but are not limited to, those identified in AFI 36-2201, *Air Force Training Program,* and local training requirements unique to their location, as directed by the unit commander.

2.5.2.   Works closely with the ATSEV Unit Program Manager to ensure standardized training is being accomplished and documented correctly.

2.5.3. Screen annual and out-of-cycle training requests (both formal and advanced distributed learning) and prioritize requirements for all organizational training.

2.5.4.   Monitors formal training quotas to ensure only qualified personnel are selected to attend formal training classes and ensure course prerequisites are met, IAW Education and Training Course Announcements (ETCA) on the web at: *https://etca.randolph.af.mil/default1.asp* .

2.5.5.   Coordinates with supervisors to ensure all assigned personnel in upgrade or task qualification training are scheduled for review of training items pertinent to their AFSC and duty assignment.

2.5.6. Organizes training with the ARC coordinator during unit training assemblies (UTA) and annual tours (AT) as required by AFRCI 24-101, *Reserve Aerial Port Program.* Coordinates with the ARC unit training manager or team chief for the purpose of loading ARC trainee rosters and ensuring online course equipment available to ARC units during UTAs and ATs.

2.5.7.   Assists unit personnel in establishing an ADLS online training account and demonstrates how to use the system.

2.5.8. Maintains ADLS online training data management files and produces trainee reports for supervisors/managers on a scheduled basis.

2.5.9. Encourages all personnel to suggest improvements to ADLS online training lesson content. Suggestions will be sent directly to USAF EC/MOS/MOLT with an information copy to HQ AMC/A4TR.

Chapter 3

FORMAL TRAINING (NOT APPLICABLE TO ARC)

3.1. Formal Training Courses and Annual Screening:

3.1.1.   The ETCA web page: *https://etca.randolph.af.mil/* contains course summaries, attendance prerequisite requirements for training courses, and detailed guidance for fiscal year TDY-to-school requirements. Prerequisite requirements will be strictly adhered to. It is important that unit training managers are thoroughly familiar with ETCA. Close coordination between unit training managers and HQ AMC/A4TR is crucial to ensuring all available air transportation formal training allocations are filled.

3.1.2. Refer to AMCI 36-2204, *AMC Formal Training Program,* for information on how to submit students for formal courses, cancellations, name changes, etc.

3.1.3. Unit training managers along with supervisors must accomplish the annual screening process outlined in AMCI 36-2204, *AMC Formal Training Program.*

3.1.4. All air transportation formal school requirements will be consolidated into the format provided by HQ AMC/A4TR. Units will submit annual training requirements with their commander's endorsement to HQ AMC/A4TR by the deadlines established by AFPC and AETC. All Level 1 classes must have an AF IMT 3933, MAJCOM Mission Training Request, endorsed by the commander and submitted with the requirements. Requirements may be submitted via e-mail, *ORG.AMCA4-72@us.af.mil* .

Chapter 4

AIR TRANSPORTATION ONLINE TRAINING (OT)

4.1. General. Online training is an individualized computer based training system designed as a bridge between formal technical school training (AFSC 2T2X1) and upgrade training at unit level. This concept standardizes training content from formal schools, career development courses (CDC), and unit OJT. AFRC units will find applicable guidance in AFRCI 24-101, *Reserve Aerial Port Program.* ADLS Online training website located at *https://amc.csd.disa.mil* .

4.2. Purpose. This guidance establishes standardized procedures for operating online training worldwide. It contains guidelines, sets policy, and defines responsibilities for the use and maintenance of the online training system. Online training has been designated as a Lead Command Operating System with HQ AMC/A4TR as the OPR (reference AFI 10-901, *Lead Operating Command-Communications and Information Systems Management*).

4.3. Policy:

4.3.1. Supervisors and trainees will establish a thorough understanding of how to use online training software, lesson structure, and how online training applies to OJT.

4.3.2. Trainees unable to obtain lesson proficiency IAW the lesson objective should receive additional training and assistance from their supervisor/trainer. The supervisor/trainer is responsible for ensuring task proficiency through hands-on performance evaluation.

4.3.3. Supervisors will monitor online training with the unit training manager to ensure trainees satisfactorily complete all required online training lessons.

4.3.4. Unit training personnel and supervisors will ensure online training material requirements (appropriate manuals, instructions, or other directives designated by USAF EC/MOS/MOLT) are available to complete lessons.

4.3.5. Report system problems, through Supervisor or Unit Training Manager, and then directly to USAF EC/ECC by telephone or e-mail, *AMCDistance.Learning@us.af.mil* ,within 3 working days.

4.3.6. Current online training courses are listed below:

C-17 Aerial Port Expeditor Course

C-17 Aerial Port Expeditor Course "Refresher Examination"

C-5 Aerial Port Expeditor Course

C-5 Aerial Port Expeditor Course "Refresher Examination"

Aerial Port Vehicles Course

Air Freight Course

Air Terminal Operations Course (ATOC)

Customer Service

Data Records Processing Course

Global Air Transportation Execution System Course (GATES)

Hazardous Material Handler Refresher

Load Planning

Passenger Services Operations Course (PAX)

Chapter 5

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, AND HIGH-YIELD EXPLOSIVE (CBRNE) TRAINING

5.1. General:

5.1.1. CBRNE Defense training requirements are outlined in AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations,* paragraph 6.6.1. Additional CBRNE operational requirements and training information can be found in AFMAN 10-2503, *OPERATIONS IN A CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, AND HIGH-YIELD EXPLOSIVE (CBRNE) ENVIRONMENT.* Several portions of AFMAN 10-2503 apply and should be used for training and drilling.

5.1.2. Unit-level CBRNE training applies to all air transportation personnel at AMC units (including Traffic Management Personnel and AMC-gained ARC Personnel assigned to aerial ports) with a deployment commitment in high or medium chemical threat areas. The intent is to ensure appropriate task qualification training (TQT) is accomplished for mission-essential duties in a toxic chemical, biological, or radiological environment while wearing a full ground crew chemical ensemble. Individuals must complete unit-conducted CBRNE TQT in addition to CBRNE Awareness and CBRNE Survival Skills training IAW AFI 10-2501, paragraph 6.6.1.13. When possible, TQT will be conducted in conjunction with wing/base exercises. CBRNE TQT must include career field specific duties performed within air terminal work centers and during vehicle operations. As a minimum, CBRNE TQT will be conducted every 24 months (not applicable to AFRC) and documented in G081 or Patriot Excalibur (PEX).

5.1.3. Air transportation personnel may be tasked to support the establishment and operation of an Exchange Zone (EZ) to transfer cargo to/from contaminated and clean aircraft without allowing spread of contaminants. EZ procedures (including a step-by-step aerial port job guide) can be found in the AMC Counter-Chemical, Biological, Radiological, and Nuclear Concept of Operations (AMC C-CBRN CONOPS, 1 Jun 07) on the AMC/A4TR website: *https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/ Files/a4t/a4tr/training/hello.html* .

Chapter 6

TRAINING DEPARTMENT OF NAVY (DON) PERSONNEL AT NAVAL AIR TERMINALS (NOT APPLICABLE TO ARC)

6.1. Requirements:

6.1.1. AMC Functional Area Units will provide technical assistance and training for all aspects of air terminal operations to Department of the Navy military and civilian personnel assigned to the Navy-operated AMC air terminals.

6.1.2. At a minimum, technical assistance will include establishing a 2-week, hands-on training program for assigned Department of the Navy military and civilian personnel. Training programs may include, but are not limited to, items listed in the 2T2X1 Career Field Education and Training Plan (CFETP), Part II, Specialty Training Standard (STS), and QTPs. Training may be conducted at either the Functional Area Unit or Navy-operated AMC air terminal. Actual training time will be based on the experience level of assigned personnel.

6.1.3. AMC personnel assigned to Operating Locations (OLs) or detachments collocated with Navy-operated AMC air terminals will provide technical assistance to the Air Terminal Manager (ATM) and Air Operations Officer (AirOpsO).

6.2. Formal training quotas for Navy-operated AMC air terminal personnel   are obtained either through the Navy Quota Management Office or the Functional Area Unit. This includes, but is not limited to, requirements for hazardous cargo inspector training and other AMC formal courses.

6.3. The following is a partial list of courses available to Navy personnel assigned to Navy-operated AMC air terminals. Refer to the Education and Training Course Announcements (ETCA) on the web at: https://etca.randolph.af.mil/default1.asp for course descriptions.

Management of Aerial Port Operations Course, AMC MAPOC, USAF EC, JB MDL, NJ

Aerial Port Operations Course, AMC APO, USAF EC, JB MDL, NJ

Joint Inspection Instructor Qualification Course, AMC JIIQ, USAF EC, JB MDL, NJ

Hazardous Materials Airlift Inspector Course, LCAZP2T251 00AA, Ft Lee, Va

Hazardous Materials Airlift Inspector Refresher Course (Online), L6ARW2T251 00AA

Note: For courses taught by (USAF EC/MOLT), Navy unit commanding officers may request waivers to course prerequisites from HQ AMC/A4TR, DSN 779-4592, E-mail: *ORG.AMCA4-72@us.af.mil ,* or through the Navy Quota Management Office. Waiver requests will be considered on a case-by-case basis.

6.4. The Navy-operated AMC air terminal is responsible for fully funding and issuing associated orders with all off-site training according to the existing AMC/CNO Memorandum of Agreement.

Chapter 7

AIR TRANSPORTATION DUTY POSITION TRAINING/EVALUATION

7.1. Purpose. Unit-conducted individual work center qualification training is critical to the overall success of the unit's mission and the individual. Work center training ensures individuals are qualified to fulfill their role within the units' transportation processes and ensures tasks are performed in a safe, satisfactory, and standardized manner. Air Transportation Standardization and Evaluation (ATSEV) and the use of QTPs create a standardized unit-level training/evaluation program throughout the air transportation community.   QTPs are air transportation unique lesson plans developed by the USAF Expeditionary Center at the request and management of HQ AMC/A4T for air transportation units and will be completed prior to signing off the associated task.

7.2. Qualification Training Package (QTP):

7.2.1.   QTPs are instructional packages designed for use by units to guide trainers and evaluators in training/evaluating unit personnel in their assigned tasks.   The CFETP identifies all career field tasks with QTP's assigned, annotated with "Q" in the left column of the CFETP. Air transportation units will use QTPs, and either Task Training Guide (TTGs) or Knowledge Training Guides (KTGs) for all duty position qualification training. Task-oriented QTPs consist of a TTG, Training Assessment (TA), lesson plan, and a Task Evaluation Checklist (TEC). The TTG is a training guide used by the trainer and includes: task number, training objectives, training references, prerequisites such as online training or other QTPs that must be completed, an estimated completion time, and training steps. QTP's   are   located   on   the   AMC/A4TR   website*:   https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/training/hello.html* .

7.2.2.   Task oriented QTPs (TTGs) require the completion of a TEC.   The TEC is an evaluation tool that contains a task checklist and blocks for annotating process compliance. Most TECs also require the completion of a TA.   Reference materials may be used to look up the answers to test questions. TAs will be administered online in ADLS. Personnel must achieve a score of at least an 80% on the TA before completing the TEC. Oral assessments may be administered to employees whose knowledge of the English written language is limited.   Individuals who do not meet minimum test score requirements or who do not satisfactorily complete the TEC will continue with training until the requirements are met.

7.2.3.   Once training is completed, training will be assessed by an individual(s) (other than the trainer) who is (are) QTP trained/qualified on the task(s).   The ATSEV Quality Assurance (QA) Unit Program Manager (UPM) and evaluators will randomly observe/assess the training of unit personnel ensuring standardization of training and proper process completion. The qualification process involves completion of the applicable TEC and TA. Once individuals are QTP trained, the TECs are not required to be maintained and will be returned to the trainee. Units should recommend individuals maintain the completed TECs should their OJT records become lost.

7.2.4.   Completed TECs will be given to the ARC team chief for later inclusion in Training Business Area (TBA) for ARC personnel trained by active duty trainers.

7.2.5. If Senior NCOs will be performing any section processes on a recurring basis and/or providing training on a task they have never been QTP trained, they must be QTP trained before process accomplishment and/or conducting training. Training will be documented in TBA.

7.2.6. Civil service employees are required to train to the QTP standard. Units will need to engage local unions regarding the application of the QTPs with this as an approach: QTPs are part of AF's training and evaluation program. Its purpose is to ensure all personnel are adequately trained to accomplish their duties. It's a mandatory program for all AMC and AMC-gained air transportation personnel, whether active duty, ARC, or civilian. To accomplish assigned tasks within the command standard, everyone must be trained. The reasons for training are many, but usually are driven by an action that results in an individual being introduced to a task for the first time such as a new hire or being reassigned to a task that they may have previously performed but require refresher training. Testing is just one tool used by a trainer to evaluate the effectiveness of training. By testing, we evaluate the training, not the individual. No civilian employee will be penalized for failing test(s) given to evaluate training. Should a trainee fail in testing, training will continue until the employee reaches the point where they can pass the test(s). Additionally, tests are not to be used as an appraisal of performance nor will testing be a factor in the member's annual appraisal or maintained as part of a members record. Union chapters support quality assurance and training as long as results do not affect the annual appraisal. Local Civilian Personnel Office and Staff Judge Advocate know how to approach the union and they understand the local labor contract (contracts vary by location). Local union leadership must be consulted since they will be able to provide you with advice on any issues you may have administering training and the evaluation of training to our civilian employees.

7.3. Proficiency Assessment. If an individual changes duty station or duty position (PCS, PCA, or TDY), a Proficiency Assessment (PA) is required by the new supervisor. The supervisor must conduct a PA using the individuals training record(s) with the individual and determine the current proficiency level in each assigned duty position task. The supervisor determines, from the assessment, if QTP re-training is required. This session will be documented in the individual's TBA record.

7.4. Retraining. Automatic/recurring QTP duty position re-training is not required, regardless of status (Active/ARC/Civilian). Exceptions are as follows: retraining is requested by the individual, during repeat process evaluation(s) the individual demonstrates a lack of proficiency, or the supervisor determines from the PA that QTP retraining is required. **Note:** Section leadership will determine the number of failures required before the retraining of a process must be accomplished.

7.5. Process Evaluations. Process evaluations are assessments of procedures required to accomplish the unit's mission. Every effort should be made to evaluate personnel in the performance of their daily transportation duties without disruption of the normal work schedule. The evaluation focus is on the efficient and effective completion of processes without any major findings. Safety is inherent in all processes and will be an integral part of all evaluations. Immediately stop all process evaluations where safety is compromised.

7.6. Material Handling Equipment (MHE) and Vehicle Evaluations:

7.6.1. Safe and proper MHE operation is of the utmost importance. In addition to initial training and qualification, a qualified instructor shall evaluate each operator at least once every 3 years and provide refresher training in relevant topics as required. Exception: our weapons systems (i.e. Tunner and Halvorsen) require an annual qualification requirement. To ensure personnel remain proficient on the vehicles used within their duty section all operators must receive an evaluation on each vehicle type. The evaluation process will consist of all three vehicle inspections (before, during, and after) and vehicle operation. During the evaluation process, evaluator assistance will not be provided to the individual. The evaluation shall include, but not be limited to, changes in types of equipment in use, changes in operating environment, reportable mishaps, due caution notices, and reports of near-misses. Document initial training in TBA and refresher evaluations in G081 or PEX. Personnel who are/have been unqualified or currently trained and have not driven a specific piece of MHE for an excessive period of time must undergo an evaluation to determine if they still possess the skills and knowledge to safely operate the MHE. Also, individuals initiating a mishap during MHE operation must undergo an evaluation. If the result of the evaluation is that they are not qualified, the QTP must be re-accomplished. If the MHE is a K-Loader, the unit must decide if they should re-accomplish the 2-week/3-day course or just the QTP.

7.6.2. The MHE Evaluation requirement may be met by capturing and documenting a Personal Evaluation (PE) of a MHE operator that resulted in a Pass. There are no testing (TAs) requirements for this evaluation. **Note:** If leadership determines they cannot maintain MHE operator proficiency due to limited deployments/MHE usage they may require annual evaluations of operators.

7.6.3. The C-5 Staircase Truck is a complex vehicle requiring qualified and proficient personnel when positioning and de-positioning at the aircraft. Therefore, in addition to the initial training requirements, refresher training evaluations must be completed every 2 years by re-accomplishing the applicable QTP. Document the initial training in TBA and refresher training in G081 or PEX.

7.7. Work center trainers will:

7.7.1. Meet all requirements listed in AFI 36-2201, *Air Force Training Program*; AMCI 24-101, Vol 20, *Air Transportation Standardization Evaluation (ATSEV) Quality Assurance,* and this instruction.

7.7.2. Be QTP trained in the tasks/processes for which they train others.

7.7.3. Ensure QTPs are current before use.

7.7.4. Complete the Air Force Training Course.

Chapter 8

G081 TRAINING SUB-SYSTEM

8.1. General:

8.1.1. The Air Transportation community will use the G081 Training Management Information System and the Advanced Distributed Learning System (ADLS) to keep track of ancillary/recurring training due dates and when training is completed. CRW's are authorized to use Patriot Excalibur (PEX) database to track ancillary training only when assigned to a CRW. These systems will standardize and support unit training managers in the day-to-day management of the unit's training program. G081 and ADLS provide timely automated data to identify training needs, personnel qualification, and course scheduling.

8.1.2. For additional guidance and information consult HQ AMC/A4TR website below: https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/training/hello.html .

8.1.3. To obtain current data, refer to HQ AMC/A4 website and click on Global Reach Page, login, click training and the master course codes and course status report will be available for your viewing. Contact your local G081 account manager for first time registration.

Chapter 9

LOGISTICS RESOURCE MANAGEMENT (LRM) TRAINING REQUIREMENTS

9.1.   Purpose. LRM is a course designed to immerse all personnel into the culture and knowledge of human factors philosophy focusing on the importance, requirements, and implementation of LRM principles into daily logistics activities. Error reduction efforts through human factors will be used to improve processes, reduce logistics errors, decrease logistics induced damage, and decrease on-the-job-injuries. This will be done by integrating the technical skills of logistics personnel with interpersonal skills and basic human factors knowledge along with operational risk management in order to improve communication, effectiveness, and safety in logistics operations.

9.1.1. To facilitate our common LRM culture, the Air Force's Core LRM course will consist of a one-time 16-24 hour block of instruction taught by a certified LRM instructor using the mandatory course material currently documented on the A4TR website: *https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/ training/hello.html* .

9.1.2. LRM refresher class will be every two years and no less than 4 hours of instruction tailored to highlight local base procedures/conditions.

9.1.3. LRM training is required at all CONUS and overseas long-tour locations and will be taught to all military personnel and government civilians serving in Air Transportation organizations to include Aerial Port Squadrons, Air Mobility Squadrons, Logistics Readiness Squadrons and Aerial Port Flights. Because of the challenges posed by manpower rotations, LRM training is not required at short-tour locations; however, these units will advocate LRM to the maximum extent possible in order to strengthen the cultural changes LRM requires to succeed.

9.1.3.1. The HQ AMC/A4T will:

9.1.3.2. Assign an LRM OPR and identify the OPR POC to units.

9.1.3.3. Conduct annual course reviews to ensure currency of LRM course content.

9.1.4. Commanders will:

9.1.4.1. Ensure an effective Logistics Resource Management (LRM) program is being properly executed and managed.

9.1.4.2. Encourage training participation and attendance by other base agencies.

9.1.4.3. When practical, classes are populated with a mixture of AFSs, skill levels and ranks from across Logistics to maximize benefits of course discussions.

9.1.4.4. Determine applicability and requirement for LRM training for AF military personnel possessing transportation AFSCs, but performing duties in non-transportation positions.

9.1.4.5. Course completion will be tracked in G081 using course code ANCL 000040 or in PEX (CRWs only).

9.1.4.6. Identify and appoint personnel to serve as LRM course instructors

meeting the requirements outlined in the current instructor syllabus located on the LRM Share point site.

9.1.4.7. Supplement their LRM courses to address local, base-level requirements.

Chapter 10

DEPLOYABLE ITV AND ACTIVE RADIO FREQUENCY IDENTIFICATION TRAINING

10.1. General. Deployable Intransit Visibility (ITV) and Pallet Tag Interrogation Support Kit (PTISK) UTC UFBVE/UFBVP Training.

10.1.1. This specialized ITV training is applicable to those personnel assigned to UTC Package UFBVP. The UFBVE UTC is composed of two modules (DGATES and PTISK) each supporting ITV capabilities. Training will include in-garrison responsibilities for deployment, installation, data connection, and operation of, the Deployable Global Air Transportation Execution System (DGATES) and associated active Radio Frequency Identification (aRFID) tag writing capability. Training will also include deployment, interrogator placement, installation, data connection, and operation of the associated (PTISK) aRFID tag interrogation capability.

10.1.2. The HQ AMC approved ITV Administrator/Instructor courses are conducted by 621 CRW at either McGuire AFB, NJ or Travis AFB, CA. Completion of this course will qualify an individual as ITV Administrator/Instructor at their home station for UTC UFBVE/UFBVP training requirements. Units tasked to maintain UTC UFBVE at home station must have at least two (2) qualified instructors. ITV Admin instructors must complete the Deployable RFID/PTISK QTP 16.2, and will be identified in writing by the squadron commander or appointed representative.

10.1.3. Unit ITV Administrator instructors must be SrA or above, must have completed the AF Training Course, and must use the AMC approved curriculum/lesson plans located on the AMC/A4TR website: *https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/training/hello.html* . Instructors may request test materials/answer sheets from the AMC/A4TR training email account: *ORG.AMCA4-72@us.af.mil* .

10.1.4. The current unit ITV Admin instructors may train their unit replacement instructor. The instructor trainee must instruct their first ITV Admin course under the guidance of the current authorized instructor.

10.1.5. Unit personnel training may be accomplished "just in time" or within 120 days of a deployment when directly tasked for PTISK capability via the ULN line remarks.

10.1.6. Personnel tasked and trained to support PTISK UTCs must complete refresher training annually.   Refresher training will be conducted by a qualified trainer using the Deployable RFID/PTISK QTP 16.2.

10.1.7. When applicable, HQ AMC/A4TR or A4TI will conduct a review/inspection of PTISK program during LCAP inspections or other staff visits to the unit.

10.1.8. Training will be documented in TBA and refresher training in G081 or PEX.

10.1.9. Unit Training is the responsibility of each UFBVE-tasked unit. HQ AMC/A4TI AIT Support Office will provide PTISK technical assistance and provide system upgrade training information as required.

10.1.10. Additional ITV, AIT, and policy information can be found on the HQ AMC/A4TI Automatic Identification Technology (AIT) website. *https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4ti/ait/hello.html* .

Chapter 11

NIGHT VISION GOGGLE (NVG) TRAINING REQUIREMENTS

11.1. General. NVG Training in Support of UTC UFBNV:

11.1.1. The only HQ AMC approved NVG Train the Trainer courses are the Night Vision Goggle Ground Personnel Course (NGPC) conducted at either 60 APS/621 CRW Travis AFB, CA, 621 CRW Joint Base McGuire-Dix-Lakehurst, NJ or 19 LRS Little Rock AFB, AR. Completion of this course will qualify individual as NVG instructors for airlift ground operations at their home station. EXCEPTION: The current unit NVG instructors may train their unit replacement instructor. The instructor trainee must instruct their first NVG course under the guidance of the current authorized instructor. Also, they are required to meet all the other unit level instructor requirements in paragraph 11.1.6, and use AMC approved lesson plan material as stated in paragraph 11.1.11. Units tasked to maintain UTC UFBNV at home station must have at least two (2) qualified instructors. NVG instructors must complete the NVG QTP 20.1, Airlift Ground Operations in Minimum Lighting Conditions and will be identified in writing by the squadron commander or appointed representative.

11.1.2. Instructors will conduct unit training in three phases:

Phase 1: Initial Familiarization Training. Personnel will be trained in proper inspection, operation, and use of NVGs. This will consist of the classroom portion with the AMC approved slides.

Phase 2: Vehicle Operation. Personnel will operate vehicles in a controlled environment using NVGs. Vehicle training will be done on a K-loader or 10K AT forklift during static loading/off loading operations. For static training, practice with static loads such as highline docks or flat bed trailers.

Phase 3: Phase 3 consists of the Engine Run On-load/Off-load (ERO) conducted under minimal lighting conditions with NVGs.

11.1.3. Training will be accomplished in its entirety using the go or no-go concept using the approved TEC.

11.1.4. Training will be annotated in TBA and G081 or PEX.

11.1.5. Training may be accomplished "just in time" or within 120 days of a deployment when directly tasked for NVG capability via the ULN line remarks.

11.1.6. Unit NVG instructors must be SrA or above, must be NVG Phase III qualified for at least 6 months, must have completed the AF Training Course or AETC/Formal instructor Course (ie. AIS, CLIP, JIIQ), must use the AMC approved curriculum, and must hold a current Secret Security clearance.

11.1.7. To ensure proficiency prior to deployment individuals may require a re-evaluation by a qualified trainer using the NVG TEC.

11.1.8. To maintain or regain currency, NVG instructors must teach a NVG class every 15 months. The instructors must teach all three phases of an NVG class. Instructors may be re-qualified by another qualified Instructor.

11.1.9. Personnel tasked and trained to support UTC UFBNV must complete refresher training every 15 months. Refresher training will be conducted by a qualified trainer using the NVG QTP and must consist of all 3 phases.

11.1.10. When applicable, HQ AMC/A4TR will conduct a NVG program review during LCAP inspections or other staff visits to the unit.

11.1.11. NVG Training curriculum information located on AMC/A4TR website: *https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/training/hello.html* .

Chapter 12

HAZARDOUS MATERIAL TECHNICAL SPECIALIST TRAINING

12.1. General.

12.1.1.   The Traffic Management Flight (TMF) has responsibility for the overall management of technical specialist training required by AFMAN 24-204(IP), *Preparing Hazardous Materials for Military Air Shipment,* Attachment 25.

12.1.2. Technical specialist training instructors must be a "Preparer" qualified 2T0XX, Traffic Management Specialist.   "Preparer" qualified 2T2XX, Air Transportation Specialists, may be used only as instructors to augment TMF instructors for the certification/documentation (e.g., completion of the Shipper's Declaration) portion of training.

12.1.3. Packaging and preparation portion of training will be provided by the TMF or an individual qualified by AFSC or formal job skills/job training that includes packaging or preparation of unique items (e.g., munitions, vehicles/equipment) for shipment.

12.1.4.   Technical specialist training may only be provided to individuals (to include tenant units) who complete both packaging/preparation and certification training managed by the TMF. Requests to provide training to non-tenant MAJCOM, other Service, and outside agency personnel must be approved by HQ AMC/A4TC.

12.1.5. 2T2XX personnel who certify their unit's HAZMAT during deployments must complete technical specialist training. "Preparer" qualified 2T2XX who package or prepare unit HAZMAT during deployments are exempt from completing the certification portion of training. **Note:** Additional hazardous material training requirements can be found in AFMAN 24-204 (IP), Attachment 25, *Preparing Hazardous Materials for Military Air Shipments.*

Chapter 13

NUCLEAR WEAPONS-RELATED MATERIAL (NWRM) TRAINING

13.1. Policy. Nuclear Weapons-Related Material (NWRM) Training Requirements. All NWRM training requirements are located in AFI 20-110, paragraph 9.1 and are outlined in the NWRM QTP 12.5.2. The NWRM Fundamentals Course is available through the AF ADLS website *https://amc.csd.disa.mil* and listed in the "Miscellaneous" courses section. As stated in AFI 20-110, paragraph 9.1, individuals assigned NWRM handling duties must complete the NWRM Fundamentals Course. Therefore, all personnel performing the functions of cargo special handling, freight, ramp service, or load planning duties must complete this course. Additionally, a minimum of 10 percent of aerial port personnel authorized on the unit manning document must be appointed in writing by the unit commander IAW AFI 20-110, paragraph 2.15 prior to performing NWRM duties (EXCEPTION: 10% requirement does not apply to personnel assigned to CRW units. CRW personnel must complete Fundamentals course as a one-time requirement). The individuals appointed in writing by the commander will be assigned the Special Experience Identifier (SEI) 839. Finally, those individuals assigned the SEI must complete NWRM Fundamentals Course every 12 months until no longer performing NWRM duties. Units will document initial/refresher NWRM training in TBA and ADLS.

LAWRENCE S. KINGSLEY, SES, USAF
Deputy Director of Logistics

Attachment 1
GLOSSARY OF REFERENCES, ACRONYMS AND FORMS

References

DOD 4500.9-R, *Defense Transportation Regulation (DTR)*, Part I, Part II, Part III, Part VI, *dated 1 Oct 2012*

AFI 10-403, *Deployment Planning and Execution, dated 20 Sep 2012*

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations, dated 24 Jan 2007*

AFI 10-2501 AMC Supplement, *Air Force Emergency Management (EM) Program Planning and Operations, dated 7 May 2010*

AFI 11-218, *Aircraft Operation and Movement on the Ground, dated 28 Oct 2011*

AFI 20-110, *Nuclear Weapons-Related Material Management, dated 18 Feb 2011*

AFMAN 24-204(IP), *Preparing Hazardous Materials for Military Air Shipments, dated 1 Sep 2009*

AFI 24-301, *Vehicle Operations, dated 1 Nov 2008*

AFMAN 24-306, *Manual for the Wheeled Vehicle Driver, dated 1 Jul 2009*

AFI 36-2201, *Air Force Training Program, dated 15 Sep 2010*

AFI 36-2226, *Combat Arms Programs, dated 24 Feb 2009*

AFI 51-401, *Training and Reporting to Ensure Compliance with the Law of Armed Conflict, dated 11 Aug 2011*

AFMAN 33-363, *Management of Records, dated 1 Mar 2008*

AFMAN 91-201, *Explosive Safety Standards, dated 12 Jan 2011*

AFRCI 24-101, *Reserve Aerial Port Program, dated 10 Jun 2009*

AMCI 10-403*, Air Mobility Command (AMC) Force Deployment, dated 22 Feb 2007*

AMCI 24-101, Volume 4, *Military Airlift/Air Transportation Systems Management, dated 21 Apr 2011*

AMCI 24-101, Volume 5, *Air Transportation Unit Plans, Resources, and Mobility, dated 6 Jan 2011*

AMCI 24-101, Volume 7, *AMC Aerial Port Expeditor (APEX) Aircraft Loading Program, dated 24 Jul 2012*

AMCI 24-101, Volume 9, *Air Terminal Operations Center, dated 24 Nov 2009*

AMCI 24-101, Volume 10, *Military Airlift Fleet Service, dated 30 Aug 2012*

AMCI 24-101, Volume 11, *Cargo and Mail Policy, dated 7 Apr 2006*

AMCI 24-101, Volume 14, *Military Airlift Passenger Service, dated 14 Aug 2012*

AMCI 24-101, Volume 18, *AMC Mobilized Aerial Port Forces and Aerial Delivery Flights, dated 24 Mar 2011*

AMCI 24-101, Volume 20, *Air Transportation Standardization Evaluation (ATSEV) Quality Assurance, dated 11 Jan 2008*

AMCI 36-2204, *AMC Formal Training Program, dated 1 Jun 2000*

AMCI 36-2207, *Air Mobility Warfare Center (AMWC) Course Development and Ownership Process, dated 1 Nov 1998*

TO 1C-5A/B-9, *Loading Instructions USAF Series C-5A/B Airplanes*

TO 1C-5M-9, *Loading Instructions USAF Series C-5M Airplanes*

TO 1C-10(K) A-9, *Cargo Loading Manual, KC-10A*

TO 1C-17A-9, *Technical Manual Cargo Loading, C-17A*

TO 1C-130A-9, *Cargo Loading Manual, USAF RC-130A, C-130A/B/D/E/H/J, HC-130H/N/P, LC-130H, MC-13OH Airplanes*

TO 1C-130A-16-1, *Loading and Air Transport of Nuclear Weapon Cargo (Non-palletized) US Air Force F Series C-130A/B/D/E/H/J Aircraft*

TO 1C-130A-16-2, *Loading and Air Transport of Nuclear Weapon Cargo (Palletized) US Air Force Series C-130A/B/D/E/H/J Aircraft*

TO 1C-135(K)A-9, *Technical Manual Cargo Loading, KC-135*

TO 11A-1-46, *Fire Fighting Guidance, Transportation and Storage Management Data, and Ammunition Complete Round Chart*

MTMCTEA REFERENCE 99-55-24, *Vehicle Preparation Handbook for Fixed Wing Air Movements*

MILSTD129, *Marking for Shipment and Storage, dated 19 Sep 2007*

IATA, ICAO, and Transportation of Dangerous Goods Regulations

Forms Prescribed

None

Forms Adopted

DD Form 2133, *Joint Airlift Inspection Record*

AF Form 623, *On-The-Job Training Record*

AF IMT 623a, *On-the-Job Training Record-Continuation Sheet*

AF IMT 797, *Job Qualification Standard Continuation/Command JQS*

AF IMT 1098, *Special Task Certification and Recurring Training*

AF Form 971, *Supervisor's Employee Brief*

AF IMT 3933, *MAJCOM Mission Training Request*

AF IMT 4080, *Load/Sequence Breakdown Worksheet*

AMC IMT 1022, *Air Transportation Process Evaluation History*

AMC IMT 1026, *Process Evaluation Worksheet*

Abbreviations and Acronyms

ACL-Allowable Cabin Load

ADLS-Advanced Distributed Learning Service

AEF- Air Expeditionary Force

AETC-Air Education and Training Command

AFRC-Air Force Reserve Command

AIT- Automatic Identification Technology

AMS-Air Mobility Squadron

ANG-Air National Guard

APEX- Aerial Port Expeditor Load Director Course

APOC- Aerial Port Operations Course

ARC-Air Reserve Component

aRFID-Active Radio Frequency Identification

AT- Annual Tour

ATIIs-Air Transportation Interest Items

ATOC-Air Terminal Operations Center

ATSEV-Air Transportation Standardization Evaluation

CBRNE-Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive

C-CBRNE-Counter-Chemical, Biological, Radiological, and Nuclear

CFETP-Career Field Education Training Plan

DGATES-Deployed Global Air Transportation Execution System

DON-Department of Navy

ETCA-Education and Training Course Announcement

GATES-Global Air Transportation Execution System

GCE-Ground Crew Chemical Ensemble

G081-Training Management Information Sub System

IATA-International Air Transport Association

IDP-Installation Deployment Plan

ICAO-International Civil Aviation Organization

ICODES-Integrated Computerized Deployment System

ISD-Instructional System Development

ITV-Intransit Visibility

JI-Joint Inspection

JIIQ-Joint Inspection Instructor Qualification

KTG-Knowledge Training Guide

LCAP-Logistics Compliance Assessment Program

MAPOC-Management of Aerial Port Operations Course

MHE-Material Handling Equipment

MTL-Master Task Listing

MTT-Mobile Training Team

NVG-Night Vision Goggles

OL-Operating Locations

OJT-On-the-Job Training

OT-Online Training

PA-Proficiency Assessment

PE-Personnel Evaluation

PEX- Patriot Excalibur

PTISK–Pallet Tag Interrogation Support Kit

QTP-Qualification Training Package

RFID-Radio Frequency Identification

STS-Specialty Training Standard

TEC-Task Evaluation Checklist

TA-Training Assessment

TBA-Training Business Area

TTG-Task Training Guide

TPFDD-Time Phased Force and Deployment Data

UMD-Unit Manning Document

UPM- Unit Program Manager

USAF EC-US Air Force Expeditionary Center

UTA-Unit Training Assemblies

UTC-Unit Type Code

Attachment 2

AETC AND USAF EC FORMAL COURSE LISTING

A2.1.   Access the Education and Training Course Announcements (ETCA) on the web at: https://etca.randolph.af.mil/default1.asp for the most current course listing with full descriptions and prerequisites required. EC course descriptions are in Attachment 8.

AETC Courses:

LCAZP2T251 00AA	Hazardous Materials Airlift Inspector Course (In residence)
L7AZT2T251 00AA	Hazardous Materials Airlift Inspector Course (MTT)
L6ARW2T251 00AA	Hazardous Materials Airlift Inspector Refresher Course (Online)
J3AZRTXXXX0P1A	Principles of Instruction (In residence)
J7AZTTXXXX 0P1A	Principles of Instruction (MTT)
L6AZW2T251 00AA	Transportation Combat Readiness and Resources

USAF EC Courses:

AMC MAPOC	Management of Aerial Port Operations Course
AMC JIIQ	Joint Inspection Instructor Qualification Course
AMC APO	Aerial Port Operations Course
C-17 APEX	C-17 Aerial Port Expeditor Load Director Course
C-5 APEX	C-5 Aerial Port Expeditor Load Director Course

Note: EC Courses may be In residence or MTT

Attachment 3

JOINT INSPECTION TRAINING (Applicable to Guard and Reserve Only)

A3.1. Transportation personnel (2T2 and 2T0) must meet the following requirements to become joint inspection (JI) qualified:

A3.1.1. Must be hazardous cargo preparer or inspector-qualified IAW AFMAN 24-204(IP), *Preparing Hazardous Materials for Military Air Shipments.*

A3.1.2. Must complete 5-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory.

A3.1.3. Must complete the following online training lessons located on website: *https://amc.csd.disa.mil/kc/login/login.asp*

Air Freight/Palletization

Air Freight/Explosives

Air Freight/Mobility

Air Terminal Operations Course (ATOC)

A3.1.4. Must complete the Qualification Training Package (QTP) 7.2. Accomplish a Joint Inspection, IAW AMCI 24-101, Vol 20, *Air Transportation Standardization Evaluation (ATSEV) Quality Assurance*.

A3.1.5. Must be identified in writing by the unit commander as qualified to perform JIs.

A3.2. The current JI QTP will be used in conjunction with the current USAF EC JI lesson plan and training material located on the below website: *https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/training/hello.html* , to conduct joint inspection training. **Note**: Reserve aerial port units must contact their respective AFRC/A4RT POCs for access to this material.

A3.3. Unit joint inspection trainers must attend the USAF EC Joint Inspector Instructor Qualification Course. The course provides formal instruction on all aspects of teaching principles/techniques and lesson plan development with detailed instruction on student/classroom preparation and platform instruction. Strong emphasis is placed on standardizing the joint inspection training procedures and test administration, and maintaining training documentation. **Note:** Air Force Reserve Command (AFRC) Training. The duration of training for AFRC personnel is the same as active duty personnel. The AFRC Cargo Joint Inspector training is also conducted at the Transportation Proficiency Center on Dobbins ARB, Ga. The AFRC will use lesson plans and training material provided by EC and AMC. If Reserve units are going to maintain a JI program they must have a JI program manager or designated equivalent to oversee all aspects of the JI program. The program manager or designated equivalent will have to meet the prerequisites in section A4.5.4.12.

Attachment 4

JOINT INSPECTION TRAINING
(Not Applicable to Guard and Reserve)

A4.1. Joint inspection Definition. Joint inspection (JI) is the inspection of aircraft loads by qualified representatives from the moving unit and the supporting airlift representative.

A4.2. Objective and Scope:

A4.2.1. Provide the guidance and tools necessary to ensure standardized JI training is being provided to selected unit personnel. JI instruction at the unit level will be executed using HQ AMC-approved curriculum to ensure standardized training command wide.

A4.2.2. At a minimum, each unit will have enough fully qualified JI personnel as tasked by their associated AEF TPFDD library.

A4.2.3. All AMC units must establish a JI Program IAW this publication. Exceptions will be made on a case-by-case basis in coordination with HQ AMC/A4TR. Program requirements consist of three elements:

A4.2.3.1. Joint Inspection Instructor Qualification Course.

A4.2.3.2. Hazardous materials inspector/preparer qualifications IAW AFMAN 24-204(IP), *Preparing Hazardous Materials for Military Air Shipments.*

A4.2.3.3. Unit-level training.

A4.3. Goal. Improve the overall JI process. The implementation of this standardized program will enhance the training provided, enhance individual awareness of mobility operations, and improve unit effectiveness. Ultimately, deploying forces will experience standardized JI operations when processing through an AMC terminal.

A4.4. General Information:

A4.4.1. Joint Inspection qualification is a perishable skill in the air transportation career field. If not exercised on a regular basis, the ability of units to perform their wartime mission is severely degraded.

A4.4.2. Training is absolutely essential to a viable JI program. It requires thorough planning, careful scheduling, timely implementation, capable direction, and skillful application. Commanders and supervisors at all levels must support the program to assure its effectiveness.

A4.4.3. The JI process is extremely important for a safe air deployment. It is designed as a partnership between the mobility force inspection team and the deploying force. Joint inspection personnel must be familiar with and adhere to the applicable guidance and procedures outlined in the publications and T.O.s specified in Attachment 1 of this publication.

A4.5. Roles and Responsibilities:

A4.5.1. HQ AMC/A4TR:

A4.5.1.1. Functions as the overall office of primary responsibility (OPR) and has administrative authority over the joint inspection program and will establish policy and administration guidance.

A4.5.1.2. Plans and organizes, in conjunction with USAF EC, a Joint Inspection Workshop as needed for the purpose of updating training materials. Workshops allow unit representatives to have face-to-face interaction and cross flow ideas.

A4.5.2. AMC/USAF EC:

A4.5.2.1. Manages the program as directed by HQ AMC/A4TR.

A4.5.2.2. Formulates policy and guidance, analyzes deficiencies, and assists with solving problems.

A4.5.2.3. Develops standardized JI curriculum and examinations.

A4.5.2.4. Controls and maintains original copies of test material.

A4.5.2.5. Provides administrative guidance and program oversight.

A4.5.2.6. Plans and organizes, in conjunction with HQ AMC/A4TR, a Joint Inspection Workshop as needed.

A4.5.2.7. Develops and provides course critiques to unit program managers.

A4.5.3. Unit commander:

A4.5.3.1. Appoints (in writing) qualified unit JI training instructors and program manager, and provides a copy of appointment letter to USAF EC/MOLT.

A4.5.3.2. Appoints (in writing) individuals who have successfully completed all training requirements to become JI qualified and are selected to perform JI duties.

A4.5.3.3. Ensures adherence to all safety requirements in accordance with applicable T.O.s and publications. Unit oversight is essential to the program's integrity.

A4.5.4. Unit JI Program Manager:

A4.5.4.1. Administers JI program in accordance with AMC directives. Refer to USAF EC website for additional program administration information.

A4.5.4.2. Ensures a unit classroom training course is established or coordinates with another AMC unit with an established JI program to obtain training.

A4.5.4.3. Schedules unit-level training for appointed personnel on a frequency sufficient to cover initial and refresher (every two years) training requirements. There must be one instructor for every 10 students during the classroom portion and one instructor for every five students during the hands-on portion.

A4.5.4.4. Maintains class rosters.

A4.5.4.5. Maintains updated curriculum.

A4.5.4.6. Identifies JI instructor requirements and coordinates with UTM and HQ AMC/A4TR to forecast Joint Inspection Instructor Qualification (JIIQ) course allocations.

A4.5.4.7. Maintains critiques for 2 years and reviews periodically to identify trends and take corrective actions.

A4.5.4.8. Validates instructors teaching in one initial class per year and completing one JI annually.

A4.5.4.9. Ensures each instructor teaches one class a year and completes one JI annually.

A4.5.4.10. Ensures students meet course prerequisites.

A4.5.4.11. Ensures the administration of the JI subject matter expert examination.

A4.5.4.12. JI Program Manager Training Requirements:

A4.5.4.12.1. As a minimum, must be a 7-level or civilian equivalent.

A4.5.4.12.2. JI qualification is highly recommended.

A4.5.4.12.3. Review unit's JIP manager's course guide located on the USAF EC JI Program accessed through A4TR website: *https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/training/hello.html* .

A4.5.5. JI Instructors:

A4.5.5.1. Teach HQ AMC/A4TR approved JI curriculum located on the USAF EC JI Program accessed through A4TR website*: https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/training/hello.html* .

A4.5.5.2. Conduct a unit classroom training course within 90 days after receiving USAF EC training. If lapses over 90 days, have supervisor or Program Manager annotate justification in OJT records reason(s) why instruction was not accomplished.

A4.5.5.3. Reproduce classroom materials to accommodate the number of students scheduled for class.

A4.5.5.4. Administer an end-of-course exam and hands on evaluations. Provide additional instruction to students who do not meet the 80% minimum passing criteria.

A4.5.5.5. Must be present during classroom testing and hands-on evaluations.

A4.5.5.6. Control all test materials to prevent test compromise.

A4.5.5.7. JI Instructor Training Requirements:

A4.5.5.7.1. Complete 5-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory.

A4.5.5.7.2. JI qualified in accordance with training requirements outlined in A4.5.6**.**

A4.5.5.7.3. Must complete USAF EC JI Instructor Qualification course (AMC JIIQ).

A4.5.5.7.4. Must complete the Air Force Training Course.

A4.5.5.7.5. Teach one initial class per year for currency. Perform one JI and complete QTP 7.3 annually. **Note:** Must complete JI subject matter expert test every two years (score 90% minimum), administered by program manager or designated representative.

A4.5.6. Joint Inspectors - Transportation personnel (2T2 and 2T0) must complete the following course prerequisites prior to attending the unit JI program course.

A4.5.6.1. Complete 5-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory.

A4.5.6.2. Maintain hazardous materials inspector or preparer qualifications IAW AFMAN 24-204(IP), *Preparing Hazardous Materials for Military Air Shipments*.

A4.5.6.3. Trainees must complete the following online training lessons on the ADLS website: *https://amc.csd.disa.mil/kc/login/login.asp*

Air Freight/Palletization

Air Freight/Explosives

Air Freight/Mobility

Air Terminal Operations Course (ATOC)

A4.5.6.4. Complete the Qualification Training Package (QTP) 7.2 *Accomplish a Joint Inspection*.

A4.5.6.5. Complete the unit JI program course, IAW this publication.

A4.5.6.6. Additional OJT will be required at the unit prior to the commander authorizing the individual to perform duties as Joint Inspector. This OJT includes working several joint inspections under supervision.

A4.5.6.7. JI qualified personnel must be thoroughly familiar with applicable publications and T.O.s listed in this volume. In addition, inspectors must be knowledgeable of their host wing's installation deployment plan (IDP).

A4.5.6.8. After initial qualification, personnel performing duties as joint inspectors will:

A4.5.6.8.1. Maintain proficiency by using training loads/chalks that include at least one vehicle or rolling stock with hazards, a multi-pallet train, and pallets. Whenever possible, actual loads will be used for training. JI personnel will complete at least one inspection per year.

A4.5.6.8.2. Complete refresher training every 2 years consisting of a written test and one JI. If the student fails, they will attend initial classroom training and applicable online training lessons. Passing score to maintain proficiency is 80%. **Note:** Hazardous cargo may be simulated on training loads/chalks.

A4.6. Training Documentation:

A4.6.1. The JI instructor will document initial classroom and refresher (every two years) training requirements using the TEC. As a minimum, instructors will document in the remarks section of the TEC, strengths/weaknesses of the student for identification to the student's unit of additional OJT requirements.

A4.6.2. The JI student's supervisor will document initial classroom training in TBA and refresher (every two years) training in G081 or PEX. Training for civilian employees will be annotated on the individual's AF Form 971, *Supervisor's Employee Brief*. Establish training folders for individuals without OJT records. Document additional OJT on AF IMT 623a, On-The-Job Training Record Continuation Sheet*,* or AF Form 971.

Attachment 5

LOAD PLANNING TRAINING

A5.1. Air transportation personnel must meet the following requirements to be load planning qualified:

A5.1.1. Complete 5-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory. Must have experience in cargo operations and ramp service aircraft loading.

A5.1.2. Must be identified in writing by their unit commander (or designated representative) as being fully qualified to load plan a specific airframe. An authorization letter listing all individuals qualified to perform load planning duties will be maintained and updated. Training will be annotated in the individual's training record.

A5.1.3. Must be hazardous material inspector/preparer qualified according to AFMAN 24-204(IP), *Preparing Hazardous Materials for Military Air Shipments.*

A5.1.4. Must complete Load Planning QTPs in Modules 13.5.1-8.

A5.1.5. Must successfully complete Load Planning online training lessons located on ADLS website: *https://amc.csd.disa.mil/kc/login/login.asp#* . Also, individual must complete refresher training every 2 years by completing this Load Planning online training and document in GO81.

A5.1.6. Must be able to accomplish air terminal inventory.

A5.1.7. Must be familiar with capability forecasting functions.

A5.1.8. Must know aircraft configurations and limitations outlined in applicable aircraft Dash 5 and Dash 9 requirements.

A5.1.9. Must be able to compute aircraft weight/balance to ensure fuel efficiency and safety of flight.

A5.1.10. Must be able to determine aircraft allowable cabin load (ACL) limitations.

A5.1.11. Must be able to determine critical leg ACL.

A5.1.12. Must be able to accomplish load planning functions using GATES/Integrated Computerized Deployment System (ICODES).

A5.1.13. Must be able to complete manual AF 4080, *Load/Sequence Breakdown Worksheet*.

A5.1.14. Must be able to determine hazardous material compatibility.

A5.1.15. Must be familiar with passenger restrictions associated with the movement of hazardous cargo.

A5.1.16. Must be familiar with Air Transportability Test Loading Activity (ATTLA) certifications website: *https://afkm.wpafb.af.mil/ATTLA* .

A5.1.17. Must be able to compute center of balance for rolling stock and pallet trains.

A5.1.18. Must be able to compute cargo tie-down restraint.

A5.1.19. Must be familiar with proper pallet build up and aircraft contour restrictions.

A5.1.20. Must be able to select loads by priority using on-hand files and flight data.

A5.1.21. Must be able to manifest cargo/mail, prepare pre-load/pre-manifest documents, using both manual and mechanized methods.

A5.2. Formal training courses do not qualify the trainee to perform load planning functions. Additional OJT must take place in the unit prior to the commander designating the individual as a load planner. This additional OJT will be of duration until the trainee has gained confidence and experience in all load planning procedures on each airframe with their supervisor.

Attachment 6

HALVORSEN AND TUNNER VEHICLE TRAINING

A6.1. 25K Halvorsen and 60K Tunner Training. Training is essential for a safe operation of the Halvorsen and Tunner vehicles. Operators must understand and take necessary steps to ensure a safe operation at all times. This training will include classroom and hands-on training.

A6.2. 25K Halvorsen and 60K Tunner Instructors, Training Requirements and Annual Requirements. Annual evaluations will be required for all personnel who are currently licensed to drive a Halvorsen or Tunner loader. This is accomplished by the review of the unit's unique safety concerns, and covers the local Parking and Traffic Flow Plan. The vehicle trainer will use the Task Evaluation Checklist from the Halvorsen or Tunner QTP to evaluate the operator.

A6.3. Requirements and responsibilities for instructors stationed at the 60 APS and 436 APS:

A6.3.1. Must be at least a SrA, complete 5-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory.

A6.3.2. Must complete the AF Training Course and QTPs 5.2 and 5.3.

A6.3.3. Must complete the online training lesson: Aerial Port Vehicles Course.

A6.3.4. Must be qualified operator on the Halvorsen or Tunner for a minimum of 1 year before attending the instructor course.

A6.3.5. Must have a valid State and Military driver's license (with 25K Halvorsen or 60K Tunner already on license).

A6.3.6. Flight line badge is required.

A6.3.7. The 436th Aerial Port Squadron Training Office (Dover AFB DE): Responsible for initial Halvorsen/Tunner "Train-the-Trainer" course for units east of the Mississippi.

A6.3.8. The 60th Aerial Port Squadron Training Office (Travis AFB CA): Responsible for initial Halvorsen/Tunner "Train-the-Trainer" course for units west of the Mississippi.

A6.3.9. Lesson plan material is located at AMC/A4TR website: *https://www.my.af.mil/gcss-af/USAF/AFP40/d/1074111948/Files/a4t/a4tr/training/hello.html* . Instructors may request test materials/answer sheets from the AMC/A4TR training email account: *ORG.AMCA4-72@us.af.mil* . **Note:** Air Reserve Component (ARC) Training. The duration of training for ARC personnel is the same as active duty personnel. The ARC 25K Halvorsen and 60K Tunner Instructor and Operator training is conducted at the Transportation Proficiency Center on Dobbins ARB, Ga or Hunter AAF, Savannah, Ga. The ARC will use lesson plans and training material provided by AMC.

A6.4. Unit Level Instructors Requirements:

A6.4.1. Must complete the Aerial Port Vehicles Course online training lesson.

A6.4.2. Must be qualified on the Halvorsen or Tunner for a minimum of 1 year before attending the formal class.

A6.4.3. Must have a valid State driver's license and Military driver's license (with 25K Halvorsen or 60K Tunner already on license).

A6.4.4. Must complete the AF Training Course and QTPs 5.2 and 5.3.

A6.4.5. Must be at least a SrA, complete 5-skill level, or civilian equivalent, upgrade training; award of skill level not mandatory.

A6.4.6. Must be qualified on the appropriate vehicle, attended the 10-day Tunner course or 3-day Halvorsen course at either Dover AFB, Travis AFB, Dobbins ARB or other HQ AMC A4TR authorized location and be authorized in writing by the unit commander. Exception, the current Tunner/Halvorsen unit instructors may train their unit replacement instructor. The instructor trainee must instruct their first 10-day Tunner course or 3-day Halvorsen course under the guidance of the current authorized instructor. Also, they are required to meet all other unit level instructor requirements listed above and use AMC approved lesson plan material as stated in paragraph A6.3.9.

A6.5. Vehicle Operator Requirements:

A6.5.1. Trainees must complete the Aerial Port Vehicles Course online training lesson.

A6.5.2. Must have a valid State and Military driver's license.

A6.5.3. Must complete the 10-day Tunner operator course.

A6.5.4. Complete annual reevaluation which will consist of a driving evaluation using the QTP. If student fails, they will attend initial classroom training and the applicable online training lesson. Passing score to maintain proficiency is 80%.

A6.6. Training Documentation:

A6.6.1. The Unit-Level Instructor will document initial classroom and annual refresher training requirements using a TEC. At a minimum, instructors will document in the remarks section of the TEC, strengths/weaknesses of the student for identification to the student's unit of additional OJT requirements.

A6.6.2. The student's supervisor will:

A6.6.2.1. Document initial training in TBA and annual refresher training in G081 or PEX (ARC personnel document refresher training in TBA). Training for civilian employees will be annotated on the individual's AF Form 971, Supervisor's Employee Brief.

A6.6.2.2. Establish training folders for individuals without OJT records. Document additional OJT on AF IMT 623a, On-The-Job Training Record Continuation Sheet, or AF Form 971.

Attachment 7
MOBILIZED AIR TRANSPORTATION FORCES TRAINING REQUIREMENT

Qualification	Minimum Percentage Required from 2T2 Authorizations
Joint Inspection (JI) Qualified	40 Percent (CRW Personnel Only) for all others use AFI 10-201, Status of Resources and Training System and DOC
Load Planning/ICODES	30 Percent (CRW Personnel Only) for all others use AFI 10-201, Status of Resources and Training System and DOC
10K AT/STD Forklift	85 Percent (CRW Personnel Only) for all others use AFI 10-201, Status of Resources and Training System and DOC
Halvorsen 25K Loader	80 Percent (CRW Personnel Only) for all others use AFI 10-201, Status of Resources and Training System and DOC DOC
60K Tunner	30 Percent (CRW Personnel Only) for all others use AFI 10-201, Status of Resources and Training System and DOC
Latrine Servicing Truck	10 Percent (Not Required for CRW)
Wide Body Staircase	10 Percent
ERO	90 Percent (CRW Personnel Only), 10 Percent-APS, 5 Percent AMS **Note**: Just-in-time training may be used for additional ERO training requirements that exceed the 10 and 5 percent requirement
NVGs CRWs	90 Percent (Phase 1 & 2) 30 Percent (Phase 3)
APS	30 Percent (Phase 1 & 2) 10 Percent (Phase 3), Not Required for AMS
19 LRS	30 Percent (Phase 1 & 2) 10 Percent (Phase 3) **Note**: Just-in-time training may be used for additional NVG training requirements that exceed the 30 Percent/10 Percent requirement
RFID/ITV	15 Percent (Includes ITV/RFID Administrator) of personnel in units tasked to maintain UTC UFBVE
WEBGATES/DGATES	90 Percent
In-house Deployed Survivability Training	100 Percent

Attachment 8

EXPEDITONARY CENTER COURSE DESCRIPTIONS

A8.1. AMC APO - AERIAL PORT OPERATIONS. The Aerial Port Operations Course (APOC) enhances student knowledge of core aerial port work centers, to include the Air Terminal Operations Center (ATOC), cargo processing, passenger service and fleet service. Lessons include command structure, airlift scheduling, ATOC, cargo processing, aircraft loading, aircraft capabilities, center of balance, restraint criteria, load planning, travel eligibility, passenger service, fleet service and departed missions. Training is student-centered with hands-on scenarios and Global Air Transportation Execution System (GATES) labs.

A8.2. AMC JIIQ - JOINT INSPECTION INSTRUCTOR QUALIFICATION. Training will include formal instruction on all aspects of teaching principles/techniques and lesson plan development, with detailed instruction on student/classroom preparation and platform instruction. Strong emphasis is placed on standardizing the Joint Inspection training program procedures, test administration and maintaining training documentation.

A8.3. AMC MAPOC - MANAGEMENT OF AERIAL PORT OPERATIONS. MAPOC prepares selected officers, NCOs and civilian personnel for management positions. Training includes familiarization with DoD transportation structure and all aerial port management functions including the management of budget and resources, training, civilian personnel, lean logistics, acquisition management, data analysis, workforce management and Air Reserve Component (ARC). The training culminates with a capstone exercise to apply principles learned throughout the course.

A8.4. C-17 APEX - C-17 AERIAL PORT EXPEDITOR LOAD DIRECTOR. This course is designed to provide training for personnel selected to perform Aerial Port Expeditor (APEX) Load Director duties/responsibilities and will develop skills comparable to an aircraft loadmaster. Training includes a comprehensive look at overall aircraft loading functions. The course provides instructor-led training at the unit-provided training location in the following areas: operational risk management, safety principles, loading procedures, calculating cargo center of balance, shoring and restraints, aircraft roller limitations, aircraft floor limitations, computing aircraft center of balance, and aircraft winching. Following the two-week formal course, students will receive an additional week of hands-on instruction conducted by a wing-level instructor.

A8.5. C-5 APEX - C-5 AERIAL PORT EXPEDITOR LOAD DIRECTOR This course is designed to provide training for personnel selected to perform Aerial Port Expeditor (APEX) Load Director duties/responsibilities and will develop skills comparable to an aircraft loadmaster. Training includes a comprehensive look at overall aircraft loading functions. The course provides instructor-led training at the unit-provided training location in the following areas: operational risk management, safety principles, loading procedures, calculating cargo center of balance, shoring and restraints, aircraft roller limitations, aircraft floor limitations, computing aircraft center of balance, and aircraft winching. Following the two-week formal course, students will receive an additional week of hands-on instruction conducted by a wing-level instructor.

A8.6. <u>ATOC ON-LINE - AIR TERMINAL OPERATIONS</u>. This course provides enhancement training to 2T2X1s on Air Terminal Operation Center functions. Topics include responsibilities of the information and ramp control, capability forecasting, quality assurance specialist and load planning. Each module has practice interactions within each lesson along with a knowledge check and final assessment. Students must pass the on-line assessment to receive credit. The passing grade for each of the final assessments is 85%. Once all modules are completed, students will receive full credit for completing the course in the MILPDS/OTA training records system. Average time for students to complete this course is 7 hours.

A8.7. <u>C-17 APEX ON-LINE - C-17 AERIAL PORT EXPEDITOR</u>. This course provides training to 5 level or equivalent personnel on Aerial Port Expeditor (APEX) responsibilities. At the end of the course personnel will have skills comparable to an aircraft loadmaster. The course objectives include incorporating RM principles and general safety into loading operations, pre-load responsibilities, loading and offloading aircraft, and aircraft winch operations. Each module has practice interactions within each lesson along with a knowledge check assessment. At the end of the training students must pass the final assessment to receive credit. The passing grade is for the final assessment is 85%. Once all the course modules are completed, students will receive full credit for completing the course in the MILPDS/OTA training records system. This course is a prerequisite to the APEX C-17 formal course held at the Charleston AFB, SC. The average time for students to complete this course is 13 hours.

A8.8. <u>C-5 APEX ON-LINE - C-5 AERIAL PORT EXPEDITOR</u>. This course provides training to 5 level or equivalent personnel on Aerial Port Expeditor (APEX) responsibilities. At the end of the course personnel will have skills comparable to an aircraft loadmaster. The course objectives include incorporating ORM principles and general safety into loading operations, pre-load responsibilities, loading and offloading aircraft, and aircraft winch operations. Each module has practice interactions within each lesson along with a knowledge check assessment. At the end of the training students must pass the final assessment to receive credit. The passing grade is for the final assessment is 85%. Once all the course modules are completed, students will receive full credit for completing the course in the MILPDS/OTA training records system. This course is a prerequisite to the APEX C-5 formal course held at Travis AFB, CA. The average time for students to complete this course is 13 hours.

A8.9. <u>CARGO OPS ON-LINE - AIR FREIGHT</u>. This course provides enhancement training to 2T2X1s on cargo processing functions. Topics include in-checking and palletizing general cargo, processing and storing special cargo, aircraft loading, handling hazardous materials and explosives, and mobility contingency operations. Each module has practice interactions within each lesson along with a knowledge check and final assessment. Students must pass the on-line assessment to receive credit. The passing grade for each of the final assessments is 85%. Once all modules are completed, students will receive full credit for completing the course in the MILPDS/OTA training records system. Average time for students to complete this course is 22 hours.

A8.10. <u>CARGO PREP ON-LINE - CONTINGENCY CARGO PREP</u>. This course provides initial training to Contingency Response Mission Orientation Course students. After completing this course, the student should be able to properly prepare and inspect cargo for shipment on AMC aircraft. Each module has practice interactions within each lesson along with a knowledge check and final assessment. Students must pass the on-line assessment to receive credit. The passing grade for the final assessments is 85%. Once all the course modules are completed,

students will receive full credit for completing the course in the MILPDS/OTA training records system. The average time for students to complete this course is 7.5 hours.

A8.11. CUSTOMER SERVICE ON-LINE. **Note**: This course will satisfy initial and annual refresher training requirements for item 11 Customer Relations of the 2T2X1 CFETP. This course provides enhancement training to transportation personnel on Customer Service Operations throughout Air Mobility Command. Upon completion, graduates will be able to describe basic customer service skills and phone etiquette. The course will also help graduates reduce delay-related frustrations and deal with unusual circumstances. Each module has practice interactions within each lesson along with knowledge check assessments. At the end of the training students must pass the final assessment to receive credit. The passing grade for the final assessment is 85%.   The target audience is AFSC 2T2X1 occupying supervisory positions. DOD personnel occupying equivalent positions and performing duties in support of AMC airlift may also utilize this training. Once all the course modules are completed, students will receive full credit for completing the course in the MILPDS/OTA training records system. The average time for students to complete this course is 3.5 hours.

A8.12. DATA RCDS ON-LINE - DATA RECORDS PROCESSING. This course provides training to personnel selected to perform data records processing and documentation. Training focuses on each aerial port work-center and documentation required in daily operations to include mission processing, reporting and filing. Each module has practice interactions and knowledge assessments. At the end of the module, students must pass each module assessment with a minimum grade of 85% to receive credit. Once all the course modules are completed, students will receive full credit for completing the course in the MILPDS/OTA training records system. The average time for students to complete this course is 31 hours.

A8.13. GATES ON-LINE - GLOBAL AIR TRANSPORTATION EXECUTION SYSTEM. This course provides hands-on training to all 2T2X1s on using GATES to process passengers and cargo. The topics include outbound mission setup, cargo receipt and in-check, pallet processing, air and surface manifesting, passenger processing, and departing missions. Each module has practice interactions within each lesson along with a knowledge check and final assessment. Students must pass the on-line assessment to receive credit. The passing grade for each of the final assessments is 85%. Once all the course modules are completed, students will receive full credit for completing the course in the MILPDS/OTA training records system. The average time for students to complete this course is 19.0 hours.

A8.14. HAZ REF ON-LINE - HAZARDOUS MATERIAL HANDLER REFRESHER. This course provides enhancement training to 2T2X1s and 021Rs on hazardous material handling. Topics include processing/storing special cargo, aircraft loading and handling hazardous materials/explosives. The course has practice   interactions   within   each   lesson   along with knowledge assessments. Students must pass the final assessment with a minimum score of 85% to receive credit. The target audience is AFSC 2T2X1 and 021R personnel that require hazardous material training every 2 years in accordance with AMCI 24-101 Vol. 11. DOD personnel occupying equivalent positions and performing duties in support of AMC airlift may also utilize this training. Once all modules are completed, students will receive full credit for completing the course in the MILPDS/OTA training records system. Average time for students to complete this course is 1.5 hours.

A8.15. <u>LOADPLAN ON-LINE - LOAD PLANNING</u>. This web-based training (WBT) course would serve as the cornerstone to meet the load planning needs of the air transportation career field. It will significantly enhance the existing aerial port training program by reducing individualized training and maximizing on-the-job training tools, while still giving Airmen valuable skills to increase a unit's deployable capabilities. This new training program will improve overall mission readiness and provide students with aircraft load planning skill-sets. Students will possess the ability to provide an accurate and safe load plan for three specific weapon systems: C-5, C-17, and C-130. Upon completion, students will accurately calculate aircraft center of balance, gain knowledge of specific aircraft characteristics and compile applicable load planning documents. Once all modules are completed, students will receive full credit for completing the course in the MILPDS/OTA training records system. Average time for students to complete this course is 46 hours.

A8.16. <u>PAX OPS ON-LINE - PASSENGER SERVICE OPERATIONS.</u> This course provides enhancement training to 2T2X1s on passenger processing functions. Topics include space required travel, space available travel, special passengers, passenger processing, baggage acceptance, and customer service. Each module has practice interactions within each lesson along with a knowledge check and final assessment. Students must pass the on-line assessment to receive credit. The passing grade for each of the final assessments is 85%. Once all modules are completed, students will receive full credit for completing the course in the MILPDS/OTA training records system. Average time for students to complete this course is 13 hours.

A8.17. <u>VEHICLES ON-LINE - AERIAL PORT VEHICLES</u>. This course provides enhancement training to 2T2X1s on Aerial Port Vehicles. Topics include vehicle licensing and inspections, safety guidelines, spotter basics and familiarization of specific Material Handling Equipment (MHE). Each module has practice interactions within each lesson along with a knowledge check assessment. Students must pass the on-line assessment to receive credit. The passing grade for each of the final assessments is 85%. Once all modules are completed, students will receive full credit for completing the course in the MILPDS/OTA training records system. Average time for students to complete this course is 13 hours.

Attachment 9

ADDITIONAL TRAINING REQUIREMENTS

A9.1. Training requirements may include but are not limited to:

A9.1.1.   Weapons safety training for personnel whose duties involve contact with explosives (AFI 91-202, The US Air Force Mishap Prevention Program).

A9.1.2.   Hazardous materials preparer, inspector, and handlers training (AFMAN 24-204(IP), Preparing Hazardous Materials for Military Air Shipments).

A9.1.3.   APEX *Aircraft Loading Program (AMCI 24-101, Vol 7, AMC Aerial Port Expeditor Aircraft Loading Program).*

A9.1.4. Nuclear cargo loading training (AMCI 24-101, Vol 11, *Cargo and Mail*).

A9.1.5.   Joint airdrop inspection records, malfunction investigations, and activity reporting (AMCI 24-101, Vol 18, *Military Airlift-AMC Mobilized Aerial Port Forces and Aerial Delivery Flights).*

A9.1.6. AF Reserve training (AFRCI 24-101, *Reserve Aerial Port Program).*

A9.1.7. Aircraft marshalling training (AFI 11-218, *Aircraft Operation and Movement on the Ground*).

A9.1.8. Joint Airlift Inspection (AFI 10-403, *Deployment Planning and Execution*, and DOD 4500-9PT3, *Mobility*).

A9.1.9.   Nuclear Biological and Chemical Defense Training (AFI 32-4001, *Disaster Preparedness Planning and Operations*).

A9.1.10.   Vehicle and materials handling equipment (MHE) training (AFI 24-301, *Vehicle Operations,* and AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver).*

A9.1.11.   Mobility related training (for example, pallet build-up, aircraft loading, equipment tie-down, and hazardous cargo preparation) for other base units as required (AMCI 24-101, Vol 5, *Air Transportation Unit Plans, Resources, and Mobility).*

A9.1.12. Law of Armed Conflict (LOAC) briefings, and personal and family readiness briefings IAW AFI 51-401, *Training and Reporting to Ensure Compliance with the Law of Armed Conflict.*

A9.1.13. Self-aid and buddy care training IAW AFI 36-2238, *Self-Aid and Buddy Care Training.*

A9.1.14.   Force protection familiarization training IAW AFI 31-210, *The Air Force Antiterrorism/Force Protection (AT/FP) Program Standards.*

A9.1.15. Small arms training IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel*, and AFI 36-2226, *Combat Arms Program,* and AMCI 10-403, *Air Mobility Command (AMC) Force Deployment.*